

Scenic Rim Regional Council



POSITION DESCRIPTION

Position Title:	Plumbing Inspector	Portfolio:	Customer and Regional Prosperity
Position Number:	214011	Business Unit:	Health, Building and Environment
Classification Level:	4/5*	Position Reports To:	Senior Plumbing Inspector
Agreement:	Scenic Rim Regional Council Enterprise Bargaining Certified Agreement 2012-2014		
Award:	Queensland Local Government Industry (Stream A) Award – State 2017		
Position Objective:	<p>To ensure that all new plumbing and drainage installations within the Region comply with the Plumbing and Drainage Legislation as prescribed to protect health and amenity of the community.</p> <p>To support the Senior Plumbing Inspector in the leadership and management of the plumbing section with related enquiries, inspections, plumbing assessment processes utilising best practise plumbing solutions to support the delivery of a quality service to industry and the community.</p> <p>Provide assistance and advice to internal Council departments in relation to plumbing and drainage matters.</p>		

*Progression from Level 4 to Level 5 will be subject to substantial completion of the Plumbing and Drainage Professional Development Plan and twelve (12) months service at Level 4.3.

Our Values

<p>Communication We actively promote clear, concise and open discussion between staff, Council and communities</p>	<p>Respect We act respectfully to each other, accepting each person's individuality and their role.</p>
<p>Teamwork We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.</p>	<p>Honesty We act with integrity and when we ask an honest question, we get an honest answer.</p>
<p>Accountability We accept ownership of our role and responsibility for our actions.</p>	<p>Trust We build strong relationships that we believe in and rely on.</p>
<p>Staff worth Our actions demonstrate that our people matter.</p>	<p>Quality We have pride in whatever we do, and strive to do it well</p>

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Key Responsibilities

Undertake processing of plumbing and drainage applications for Class 1 Dwellings, Class 10 Structure, Class 2-9 Applications - on-site sewerage assessment and carrying out on-site inspections in an efficient and courteous manner to ensure compliance with approved plans and relevant plumbing law.

Promote quality customer service in all dealings with internal and external stakeholders related to plumbing and drainage requirements.

Be fully conversant in the requirements of the *Plumbing and Drainage Act 2018*, Regulation, relevant codes and Council policy.

Maintain registers under the *Plumbing and Drainage Regulation*.

Conduct inspections/investigation in response to customer/s requests and produce effective outcomes in terms of community education and case completion within the parameters of relevant legislation and codes.

Issue correspondence, directions, compliance notices and penalty infringement notices for alleged breaches of relevant legislation and codes.

Other duties as directed by Senior Plumbing Inspector from time to time.

Ensure complete and accurate records are captured, created and maintained within the appropriate recordkeeping system in accordance with Council policies and procedures.

In accordance with the *Work Health and Safety Act 2011*, you must take reasonable care for your own and others health and safety, as it relates to the position's safety responsibilities and obligations to all parties.

Skills, Knowledge and Experience

Technical - Mandatory

- Hold a current Queensland Plumbers and Drainers Licence
- Endorsement on-site sewerage facility
- Construction Induction White Card

Technical - Desirable

- Certificate IV in Plumbing and Services (Hydraulics) or equivalent tertiary qualifications is desirable:
 - Backflow prevention
 - Thermostatic mixing valves
 - Tempering valves
 - Investigation training penalty infringement notices under the *Plumbing and Drainage Act 2018*
- Well-developed time management skills and have the ability to work unsupervised. Sound ability to operate computer systems, tablets, drafting programs.

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Knowledge

- Thorough knowledge of the Plumbing and Drainage Legislation as prescribed, Plumbing and Drainage Regulations, Australian Standards relating to plumbing and drainage works, and relevant Council local laws and policies.

Experience

- Relevant experience in the plumbing industry and associated trades.
- Demonstrated technical expertise in plumbing and draining installation.
- Demonstrated skills in plan reading and interpretation.

Organisational Competencies

CUSTOMER FOCUS	Understands and demonstrates a commitment to quality service outcomes by tailoring and meeting the needs of a diverse range of customers.
COMMUNICATION	Communicates effectively through verbal and non-verbal correspondence, adapting to audience needs and responses. Translates technical information into easily understandable information.
TEAMWORK AND COLLABORATION	High level experience in working as part of broader business unit to support optimal service delivery.
NETWORKING AND CONSULTATION	High level experience in liaising with representative of all levels of government, organisations and members of the public to establish and maintain harmonious working relationships. Actively provides and seeks information, broadens network relationships and keeps stakeholders up-to-date with relevant information.

Organisational Relationships

- Service provider to internal and external stakeholders

How will a candidate be assessed for this position?
<ul style="list-style-type: none">• Please provide a current Curriculum Vitae or Resume (maximum of 5 pages). Your CV should include the names of at least three current/ recent referees. One Referee should be a Manager you have worked for during the past two years.• Please provide a statement (maximum 2 pages) where you can demonstrate how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.